

## History

### USTRANSCOM ART AND ARTIFACT PROGRAM

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This instruction prescribes the policies and procedures for managing the United States Transportation Command (USTRANSCOM) art and artifact program. It applies to all areas--hallways, lobbies, offices, and buildings--assigned to USTRANSCOM.

**1. References, Abbreviations, Acronyms, and Terms.** References, related publications, abbreviations, acronyms, and terms used in this Instruction are listed in Attachment 1.

**2. General.** The Research Center (TCRC) serves as the art and artifact program manager for USTRANSCOM. Management of the program will include budgeting, funding, acquisition, framing, and distribution of artwork and artifacts for the command. Artifacts, located inside Building 1900 and on the grounds outside the front door to Building 1900, are on loan to USTRANSCOM and are maintained by TCRC.

### **3. Policy:**

**3.1.** TCRC will purchase, frame, display, and allocate art and artifacts for the command using funds allocated annually to TCRC. Centralizing the program: (1) provides accountability and budgeting oversight; (2) assures quality and suitability of artwork and artifacts; (3) maintains military transportation and jointness as the central themes; and (4) provides a quality working environment.

**3.2.** A central theme for the art and artifacts: (1) promotes esprit de corps and the concept of jointness, and (2) is educational by increasing the awareness of the sister Services.

**3.3.** Art and artifacts must portray transportation, military history, military operations, or quality/motivation.

**3.4.** The art and artifact collection is valuable, both monetarily and intrinsically. Art and artifacts will not be moved without approval from TCRC, (see USTRANSCOMI 32-2, paragraph 2.11.1.).

**3.5.** TCRC will place a tag on the back of each piece of art listing the assigned identification number, title, artist, and stamped "*PROPERTY OF USTRANSCOM RESEARCH CENTER.*" Individuals may display their own artwork in their personal working space. Such artwork must be framed and in good taste. A "*Property of (name of individual)*" statement should be written on the back of the artwork to identify ownership.

#### **4. Procedures:**

**4.1.** TCRC will attempt to locate art for directorates or direct reporting elements (DREs) upon request. Directorates and DREs may also pick out pieces from TCRC's limited holdings. Existing artwork in directorates and DREs may be exchanged with pieces in TCRC's limited holdings.

**4.1.1.** When purchasing new artwork for directorates or DREs, TCRC will require help from the requester delivering the artwork to and from the frame shop and in displaying the artwork.

**4.1.2.** TCRC will log art assigned to directorates or DREs into the TCRC database showing location, identification number, and description of the artwork.

**4.2.** Anyone who finds damaged art and artifacts will return the item(s) to TCRC for repair.

**4.3.** Art and artifacts for use in ceremonies. Certain pieces of art and artifacts, for example, the Navy bell located in the front lobby of Building 1900, may be used for Service birthdays, retirements, and other ceremonies provided the requester meets the conditions specified in paragraphs 4.3.1., 4.3.2., and 4.3.3. TCRC reserves the right to decline any request based on the item's mobility and fragility.

**4.3.1.** Requester assigns a point of contact (POC).

**4.3.2.** The POC will submit a memo or eMail, ten working days in advance, to TCRC requesting use of the art or artifact. The memo/eMail must contain the following information: date, time, type and location of ceremony, and name of person(s) responsible for moving the item(s) to and from its original location.

**4.3.3.** Damage to the item(s) while being moved or during the ceremony. The office requesting use of the item(s) will absorb the cost of a TCRC-approved contractor for repair of the item(s).

**4.4.** Annual inventory of art and artifacts. TCRC will conduct an annual inventory of the art and artifact holdings within the command. TCRC will provide directorates and DREs with a list of artwork assigned to their areas. Directorates and DREs will be responsible for inventorying their holdings and submitting the results, in writing, to TCRC. Every other year, TCRC will conduct a "hands-on" inventory. TCRC is responsible for inventorying art and artifacts in the common areas assigned to USTRANSCOM.

**4.5.** Art and artifacts purchased by TCRC for long-term use in directorates and DREs will be returned to TCRC when the items are no longer needed. Artwork no longer deemed necessary to the collection will be sent to the Defense Reutilization and Marketing Office (DRMO) for salvage. Artifacts will be returned to the museum of origin.

JAMES K. MATTHEWS  
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#### 1 Attachment

#### Glossary of References, Abbreviations, Acronyms, and Terms

Distribution: X (TCCC-P, TCCC-Q, TCCC-X, TCFP, TCIG, TCIM, TCJA, TCPA, TCRC-1 each; TCJ8, TCSG - 2 each; TCJ2 - 3; TCJ5 - 4; JTCC, TCDC-JS, TCJ1, TCJ6 - 5 each; TCJ3/J4 - 13)

## **GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**

### **Section A--References**

USTRANSCOM Policy Directive 32-1, USTRANSCOM Facilities - Buildings 1900 and 1961, and USTRANSCOM-Occupied Work Space at Other Agencies on Scott Air Force Base, Illinois.

USTRANSCOM Instruction 32-2, USTRANSCOM Facilities Standards.

### **Section B--Abbreviations and Acronyms**

Not used.

### **Section C--Terms**

Not used.